

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
APRIL 8, 1991  
SADDLEBACK COLLEGE, LIBRARY 105

CLOSED SESSION

The Board of Trustees met in closed session from 7:00 p.m. to 7:30 p.m. to discuss personnel and negotiations. All trustees were present.

CLOSED  
SESSION

REGULAR MEETING

The open session of the regular meeting of the Board of Trustees was called to order by President Milchiker at 7:30 p.m. Trustee Connolly led the pledge of allegiance, and Trustee Swanson offered words of inspiration.

CALLED  
TO ORDER

Members of the Board of Trustees

Marcia Milchiker, President  
Robert Moore, Vice President  
Joan Hueter, Clerk  
John Connolly, Member  
Shirley Gellatly, Member  
Iris Swanson, Member  
Harriett Walther, Member  
Kymberly Pine, Student Member

PRESENT

Administrative Officers

Robert Matthew, Acting Vice Chancellor, Fiscal Services  
Robert Lombardi, Acting Vice Chancellor, Employee  
Relations and Personnel  
Constance Carroll, President, Saddleback College  
Anna McFarlin, President, Irvine Valley College

Absent:

Richard Sneed, Chancellor  
William Kelly, Vice Chancellor, Administrative Services

Faculty Association

Lee Walker

Academic Senate

Let McGarty  
Gary Senick

California School Employees Association

No representation

Classified Senate/Council

Helen Locke

P. J. Schramel

Vice Chancellor Lombardi asked that Board Policy 5300 be excluded from item 5, item 28 be removed from the agenda, and item 7 be removed from the consent calendar. Motion by Trustee Moore, seconded by Trustee Connolly, to approve the agenda and consent calendar as amended including replacement and/or additional pages to items 34a and 34b. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

APPROVAL  
OF AGENDA

Motion by Trustee Hueter, seconded by Trustee Moore, to approve minutes of the March 11, 1991, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

APPROVAL  
OF MINUTES

Trustee Hueter read out the following closed session action:

CLOSED SESSION

At the closed session of the Board of Trustees on March 11, 1991, the grievance of Ms. Polly Sanchez was heard. After careful consideration of all the evidence, the Board of Trustees granted the grievance in part and directed Dr. Lombardi and his staff to review the position description and determine the effective date when those Administrative Secretary I's should have been advanced to Administrative Secretary II.

Student Trustee Pine introduced Jerry Mason from the audience who is currently running for the presidency of Saddleback College's Associated Student Government.

INTRODUCTION

Motion by Trustee Hueter, seconded by Trustee Moore, to adopt the resolution commending Dr. Maria Sheehan, former Vice Chancellor of Employee Relations and Personnel, for her years of service and dedication to the district. Motion carried by a roll call vote.

RESOLUTIONS  
OF  
COMMENDATIO

Motion by Trustee Hueter, seconded by Trustee Moore, to adopt the resolution congratulating Saddleback College and staff members John McIntyre, Mary O'Malley, Christina Ortiz, and Diane Smith on receiving the national Paragon awards for the college's fall 1990 schedule, fall 1990 Community Education Spectrum publication, and the Honors Program brochure. Motion carried by a roll call vote.

Motion by Trustee Gellatly, seconded by Trustee Connolly, to approve the consent calendar as amended by the removal of item 7. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

CONSENT  
CALENDAR

President Milchiker declared that the public hearing be opened for comments on the initial proposal of the Saddleback Community College District Faculty Association. There were no public comments. Motion by Trustee Moore, seconded by Trustee Gellatly, to close the public hearing. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

CTA PROPOSAL -  
PUBLIC  
HEARING

Motion by Trustee Moore, seconded by Trustee Hueter, to accept the draft initial proposal from Saddleback Community College District to Saddleback Community College District Faculty Association regarding negotiations for the purpose of making it a public document. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

DISTRICT  
PROPOSAL  
DRAFT

Following a discussion of the draft of the draft document from the Community College League of California describing a proposed new structure for the organization, Trustee Swanson agreed to draft a letter of response for the board's signature at the next board meeting on April 22. CCLC has requested that all comments on their organization discussion draft be in the League office by May 10 for League board discussion and action on June 22.

CCLC  
ORGANIZATION  
DISCUSSION  
DRAFT

Motion by Trustee Moore, seconded by Trustee Hueter, to disapprove regulation 51025 of Title 5. Trustee Moore requested that a letter be drafted from the district to the Board of Governors stating the board's position of opposition to regulation 51025. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

REGULATION  
50125 OF  
TITLE 5

There were no public comments concerning items not on the agenda.

PUBLIC  
COMMENTS

Trustee Swanson reported that she attended the South Orange County Community Services Council conference on Human Services in Dana Point on April 3. Assemblyman John Vasconcellos was one of the speakers and commented that a member of Saddleback College's Emeritus Institute inspired the cover of the document he authored with others entitled "California Faces, California's Future."

TRUSTEES'  
REPORTS

Student Trustee Pine reported that Irvine Valley College's and Saddleback College's student government organizations are holding elections during the current week. She also reported on her recent trip to the United States Student Association annual legislative conference in Washington, D.C.

President Carroll reported that the date for the annual fund-raising event at the Mission Viejo Mall has been confirmed by the DeBartolo Corporation and is Saturday, September 28. She also reported that the Mission Viejo St. Patrick's Day Parade and San Juan Capistrano Swallows Day Parade went well, and that Saddleback College's "Three Song Band" entry won first place and a trophy in the latter parade.

PRESIDENTS'  
REPORTS

President McFarlin reported on the success of the Saddleback/Irvine Valley College forensics team at the national forensics championships held in Costa Mesa. She reported that Professor Ron Ellison, of IVC's Theatre department, will hold a Professional Artists Seminar on Wednesday, April 10, which will include representatives from fields such as dance choreography, acting, and directing and producing. She also commented on the recent well attended counselor's conference at IVC and commended Connie Spar, Matriculation Coordinator and Counselor, and the counseling staff for their participation.

Professor Haggerty stated that he will attend the upcoming statewide academic senate conference in Sacramento April 11 - 13. He reported that the Legislative Task Force meeting to be held on April 26 or May 10 at Rancho Santiago College will take place but Senator John Seymour will not be able to participate as keynote speaker. He distributed a memo regarding the planned Senate/Board workshop and asked that board members respond with dates of availability.

ACADEMIC  
SENATES'  
REPORTS

There was no report from Professor Resnick.

Mr. Schramel reported that there are two openings available on the Senate that they hope to have filled by the end of April. He stated that there has been much discussion during their meetings on reorganizing the Classified Senate to distribute the responsibilities among more members. He added that he will keep the board apprised of further reorganization discussions because it would require a change in their constitution. He also commented on the excellent representation of classified staff at the recent Macintosh computer workshops.

CLASSIFIED  
SENATE/  
COUNCIL  
REPORTS

There was no report from Ms. Locke.

Professor Walker stated that the district's draft proposal for the CTA contract has been presented to council and they will review it. He expressed concern that the district had engaged an attorney for negotiations stating that he felt it created an adversarial relationship and was an unnecessary expense.

FACULTY  
ASSOCIATION  
REPORT

Vice Chancellor Lombardi reported that the district is moving forward with instituting programs to meet AQMD's requirements and that most will be operative by July 1.

CHANCELLOR'S  
REPORT

President Milchiker called for a short break during which Trustee Hueter's birthday was celebrated.

Motion by Trustee Moore, seconded by Trustee Hueter, to accept the grant award of \$190,000 from the National Endowment for the Humanities to Saddleback College for the purpose of conducting two faculty study institutes. President Carroll introduced Dean Daniel Rivas, Professor Pat Grignon, and Dr. Virginia Meyn and commended them for their efforts in writing the grant. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

NEH GRANT  
ACCEPTANCE

Motion by Trustee Moore, seconded by Trustee Connolly, to accept for approval the following Board Policies: BP-3205, Risk Management; BP-4006, Health; BP-4008, Fingerprinting of Personnel; BP-5608, Tuition Refund Policy; and BP-5610.1, Student Fees. The board pulled BP-5300, Grading Policy, from the item. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

BOARD  
POLICIES

The board approved the following grant proposals: "Center for Applied Competitive Technology," Local Area Network Curriculum Development and Teacher Training," "Model/Workplace Literacy Resource Center," and "Staff Development - Leadership Institute for Business Educators," Chancellor's Office, California Community Colleges, Irvine Valley College; and "Orange County Home Builder's Council," Building Industry Association of Southern California, Inc., Saddleback College.

GRANT  
APPLICATIONS

Motion by Trustee Moore, seconded by Trustee Hueter, to approve the Saddleback College Community Education summer 1991 program as outlined in the exhibit. Trustee Swanson expressed concern over inclusion of a parapsychology class. Trustee Moore suggested that the board recognize Trustee Swanson's concern by making two separate motions. Motion by Trustee Moore, seconded by Trustee Swanson, to approve the agenda item with the exception of the parapsychology class. Motion carried unanimously. Motion by Trustee Moore, seconded by Trustee Hueter, to approve the parapsychology course for inclusion in the summer 1991 Community Education program. Motion carried with Trustee Swanson casting a negative vote. Student Trustee Pine cast an affirmative advisory vote.

SUMMER  
COMMUNITY  
EDUCATION  
PROGRAM

The board approved the following staff development proposed workshops and honorarium: Committee for Faculty, Administration and Classified Staff Development Planning Retreat to be held May 24, 1991, at the Wind and Sea Restaurant at a fee of \$65; Rape Prevention and Personal Safety Lectures to be held on April 16, 1991, by Officer Matt Barr, Orange County Sheriff's Department, at no charge; and guest speaker honorarium for Dr. Donn O'Neil for his presentation, "The Invisible Killer - Stress," on June 20, 1991, for a fee of \$500.

WORKSHOPS  
AND  
HONORARIUM

The board approved consultant agreements for Saddleback College with the scholars who will be participating in the summer faculty study institute on Chinese and Japanese literatures and cultures from June 10 through July 5, 1991, at an amount not to exceed \$15,617.

CONSULTANT  
AGREEMENTS

The board approved the hiring of Mary Auvil as consultant in the preparation of this final report of the Statewide Community College Professional Development Project for the amount of \$500.

The board approved the following Saddleback College guest artist contracts: Saddleback Company Theatre for the Equity Performing Artists for the 1991 Summer Stock season provided by The New Theatre at cost of \$11,727.50; Shanghai Rod Puppet Theatre for a single performance on Friday, March 13, 1992, at a cost not to exceed \$6,500; Sandy Owen, Jazz Pianist, for a single performance on May 4, 1991, for a fee of \$3,000.

GUEST ARTIST  
CONTRACTS

The board approved the cost revision for the Irvine Valley College Chorale Mozart Requiem on May 11, and the addition to their spring events program of the Elephant Ear Reception/Emigdio Vasquez Art Exhibition and Cinco de Mayo Program , for a total cost not to exceed \$4,725.

IVC SPRING  
EVENTS

The board approved Irvine Valley College as a cohost of the IBM/CIM/HE National Conference planned for May, 1992.

IBM/CIM/HE  
CONFERENCE

The board approved the granting of certificates of achievement to the Saddleback College and Irvine Valley College students identified.

CERTIFICATES  
OF  
ACHIEVEMENT

The board approved change order 8, Irvine Valley College Hub I Student Services Center, to amend the contract with Culp Construction Company by increasing the contract amount by \$13,009 to a total amount of \$5,822,892 and five days extension of contract completion date, and change order 15, Saddleback College Technology/Applied Science Building, to amend the contract with Golden Eagle Insurance Company for the construction of the Technology/Applied Science Building with no change to the contract amount and no extension of the contract completion date.

CHANGE  
ORDERS

The board adopted Resolution 91-22 accepting the bid of the State Public Works Board of the State Public Works Board of the State of California to lease a site from the District for the construction of the P.E. Outdoor Facilities and P.E. Shower/Locker Building and authorized the execution and delivery of forms of agreement.

IVC P.E.  
FACILITY

The board approved the following contracts related to the SA Building and Upper Quad Remodel at Saddleback College: Bid 857, construction contract, awarded to Sharp Construction, a Division of Sharp Technologies, Inc. (USA ) in the amount of \$211,241; construction inspection services contract with J.P. Brown as an

SA BUILDING/  
UPPER QUAD  
REMODEL  
CONTRACTS

independent contractor to perform inspector-of-record services for this project and other projects at Saddleback College for a total amount not to exceed \$6,000; and materials testing and inspection services contract with ICG Incorporated in the amount of \$2,116 for field and laboratory materials testing and supplemental inspections.

The board approved the final change order, No. 2, to amend the contract with Southern California Builders for the construction of Parking Lot 13, Saddleback College, decreasing the contract amount by \$435; and final acceptance of the general construction of Parking Lot 13 and authorized the filing of the Notice of Completion with the County of Orange and further authorized the release of the retention bod 35 days after the date of filing.

PARKING  
LOT 13

The board approved the award of bid 123 to Master Sort for the amount of .013 cents per one-ounce letter mail and Zipsort for the amount of .02 cents per one-ounce letter mail on behalf of Saddleback Community College District and Southern California Community College Purchasing Association, and approved the District entering into a contract for five years with Master Sort starting July 1, 1991, and ending June 30, 1996.

MAIL  
SERVICE

The board approved the lease/purchase of two photo copiers for Irvine Valley College through Security Pacific National Bank of San Francisco. The procurement amount is \$24,486 and will be financed through the five-year lease/purchase through Security Pacific National Bank of San Francisco at an annual amount of \$5,636.64.

PHOTO  
COPIER  
LEASE

The board approved the renewal agreement with Security Pacific National Bank, San Francisco, at a cost not to exceed \$500,000 and to adopt Resolution 91-24 authorizing the designated officials to sign documents as required.

FINANCIAL  
CONTRACT

The board approved extending the contract with Trend Offset Printing with an option of one additional year for printing of class schedules for Irvine Valley College not to exceed \$135,000 and Saddleback College not to exceed \$160,000.

PRINTING  
CONTRACT



The board approved consultant agreements with KPMG Peat Marwick to prepare and file tax returns for the fiscal year ending June 30, 1991 required by the IRS for the Saddleback Community College District Facilities Corporation at a cost not to exceed \$1,980, and with Keenan & Associates for the completion of an actuarial study to assess the District's liability for retiree benefits at a cost not to exceed \$12,500.

CONSULTANT  
AGREEMENTS

The board approved the trustees' requests for travel and/or mileage.

TRAVEL

The board approved the trustees' requests for reimbursement for use of personal auto.

AUTO

The board adopted the following resolutions: 91-23, Matriculation, to amend the 1990-1991 General Fund Restricted Budget in the amount of \$14,025, and 91-27, Modified Contract to Educational Services Agreement, to amend the General Fund Restricted Budget in the amount \$6,015, Irvine Valley College; and 91-21, NEH Grant, to amend the General Fund Budget in the amount of \$82,547, Saddleback College.

BUDGET  
AMENDMENTS

Robert Matthew, Vice Chancellor of Fiscal Services and Operations, presented an overview of the 1991-1992 Preliminary Budget and answered the board's questions.

1991-1992  
PRELIMINARY  
BUDGET

Motion by Trustee Moore, seconded by Trustee Hueter, to approve/ratify transfers of appropriations delineated in the agenda item exhibit. Motion carried unanimously. Student Trustee Pine cast an affirmative advisory vote.

TRANSFERS  
OF  
APPROPRIATION

The board approved purchase orders 022437 through 023144 totaling \$633,878.21. Purchase order nos. 22943 and 22945, payment of two claims dated March 1, 1991, from Golden Eagle Insurance Company, were ratified as a follow-up to approval at the March 11, 1991, Closed Session.

PURCHASE  
ORDERS

The board approved check numbers 14714 through 15747 totaling \$1,889,236.03; credit card purchases paid through the revolving fund totaling \$4,073.25; IVC Community Education checks totaling \$41,445.38; and Saddleback Community Education checks totaling \$96,625.91.

PAYMENT  
OF  
BILLS

Motion by Trustee Moore, seconded by Trustee Walther, to approve the submitted academic personnel actions including replacement pages. Motion carried unanimously.

PERSONNEL  
ACTIONS

Motion by Trustee Hueter, seconded by Trustee Connolly, to approved the submitted classified personnel actions including replacement pages. Motion carried unanimously.

The board approved Stephen Garcia, Vice Chancellor, Business and Fiscal Services, Rancho Santiago Community College District, and Tom Fallo, Vice President, Administrative Services, Glendale Community College District, or alternates, to serve on the Search Committee for the position of Vice Chancellor of Fiscal Services and Operations and to receive daily rate pay and reimbursement for actual and necessary expenses.

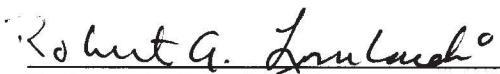
SEARCH  
COMMITTEE

Motion by Trustee Hueter, seconded by Trustee Moore, to accept the following gifts: one IBM System 38 Computer and three IBM PC's to be used at student workstations i Computer Lab, Key Boarding Lab, or in the Library, Irvine Valley College, donated by Jeffrey Olsen, numerous magazines and hardback and softback books to be added to the Library's collection, Saddleback College, donated by individuals listed in Attachment I (to agenda item); welding book collection to be used in the Welding and Automotive Technology programs, Saddleback College, donated by Ralph Tomlinson; three Nixdorf Personal Computers with 10 megabyte hard disk, one 5-1/4" disk drive and all cables to be used to train students in micro-computer applications in the Business Science Division, Saddleback College, donated by Gene C. Whatley.

GIFTS

The board meeting was adjourned at 10:00 p.m.

ADJOURNMENT



Robert A. Lombardi  
Acting Secretary  
Board of Trustees